

**TRANSCRIPT ORDER – TO BE PAID WITH PRIVATE FUNDS**

SUPERIOR COURT

\_\_\_\_\_, ss.

Docket No. \_\_\_\_\_

DISTRICT COURT

Location \_\_\_\_\_

Docket No. \_\_\_\_\_

v. \_\_\_\_\_

**Plaintiff/State Attorney** \_\_\_\_\_ **Defendant Attorney** \_\_\_\_\_

**& Address** \_\_\_\_\_ **& Address** \_\_\_\_\_

**REASON FOR TRANSCRIPT:** *(If needed for an appeal, this form must be filed at the same time as the Notice of Appeal.)*

☐ Appeal:      ☐ Superior Court      ☐ Law Court      ☐ Sentence Review Panel

☐ Reference: *(Please specify)* \_\_\_\_\_

*(Please check the box that best describes the type of action and  
check the appropriate box if the defendant is incarcerated and cannot make bail.)*

**CIVIL:**

☐ General Civil

☐ Land Use Enforcement

☐ Family Matters

☐ Divorce

☐ Paternity

☐ Special Actions

☐ Money Judgments

☐ Forcible Entry & Det.

☐ Real Estate

☐ Small Claims

☐ Civil Violation

☐ Child Protective

☐ Mental Health Actions

☐ Involuntary Commitment

☐ Protection Abuse/Harass

**CRIMINAL:**

☐ Murder

☐ Felony Charge (A, B, or C)

☐ Misdemeanor Charge (D or E)

**JUVENILE:**

☐ Murder

☐ Felony Charge (A, B, or C)

☐ Misdemeanor Charge (D or E)

**PAYMENT INFORMATION:**    ☐ Will be paid for with private funds. *(See reverse side for instructions)*

*Indicate below each proceeding you request transcribed in the above case. Requestor MUST PROVIDE SPECIFIC INFORMATION FOR EACH HEARING TO BE TRANSCRIBED. Except as otherwise designated, trial transcripts shall include testimony, bench conferences and the charge to the jury.*

HEARING DATE	PROCEEDING (Trial/Sentencing/Motion, Etc.)	Court Reporter/OTP Tape & Index No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

\_\_\_\_\_  
Print Name of Person Ordering Transcript

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town                      State                      Zip

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Signature of Person Ordering Transcript      Date

**OFFICE USE ONLY**

DCO:

OTP:

Reporter:

Date Filed:

Place Filed:

No. of Pages:

**Copy of form sent to OTP or Court Reporter:**

\_\_\_\_\_  
Signature & Title of Official Receiving Transcript

Date transcript received \_\_\_\_\_

**INCOMPLETE FORMS WILL NOT BE ACTED UPON.**

## INSTRUCTIONS FOR ORDERING TRANSCRIPTS

Include all the information requested or the **FORM** will be returned. The order must be signed by the party who will be responsible for the bill. File the completed transcript request form with the clerk of court. The **CHARGES** for transcripts of any court proceedings are specified in Administrative Order JB-05-26. A **DEPOSIT** of the total estimated cost of the transcript to be prepared shall be paid to the Official Court Reporter or the Office of Transcript Production (OTP) prior to commencement of preparation of the transcript. The ordering party will be notified of the deposit due. The Official Court Reporter and/or the OTP are not responsible for delay of transcript production nor for securing extensions when the ordering party fails to comply with the established practices and procedures for ordering transcripts.

**APPEAL ORDERS:** When a transcript is ordered for inclusion in an appeal, the order must be filed with the clerk of the trial court at the time the Notice of Appeal is filed. Once completed, the original of the transcript will be filed with the appropriate court and a copy of the transcript will be mailed to the ordering party.

**REFERENCE ORDERS:** When a transcript is ordered for reference purposes, the order form must be filed with the clerk of court who will then forward it to the Official Court Reporter and/or OTP.